



City of Santa Clara Emergency Preparedness Guidelines

Pull out and save this insert to help you, your family, and your neighborhood get ready!

When can disaster strike? **Any time** When should you prepare? **All the time... starting now**

Do you have these ready?

- ✓ At least 3 gallons of water per person
- ✓ Nonperishable food for at least 3 days for every member of your household, including pets
- ✓ Flashlight with extra batteries
- ✓ Sturdy shoes and socks
- ✓ Blankets and sleeping bags
- ✓ Glasses and contact solution
- ✓ Hygiene products [soap, toilet paper, antiseptic wipes, etc.]

See inside for a complete list.

Look at the clock.

Suppose that right now, this minute, there was an **earthquake, an act of terrorism, or another major disaster that would shut down normal life for at least three days.**

- **Fire, police, ambulance, EMTs and other emergency professionals are not available.**
- **There is no electricity, gas or water.**
- **Stores, banks, gas stations are closed. Any business that is open is limited to cash only transactions.**
- **Roads are closed and you are forced to “shelter in place.”**

How will you, your family, and your neighborhood cope with a major disaster? How well prepared are you?

It may not be pleasant to think about the worst case scenarios, but the fact is that there will be – at some time – an emergency that seriously affects Santa Clara residents and businesses.

Californians are fortunate in that we have fewer natural disasters to worry about than other parts of the country where tornadoes, blizzards, hurricanes and ice storms are annual occurrences. On the other hand, few regions are as susceptible to earthquakes as the Bay Area where, all experts agree, there will be a major, devastating earthquake. No one knows when, no one knows where the epicenter will lie, but all know it is coming.

Since 9/11, Americans have become far more aware of the potential threat of a terrorist act. No one knows where, or how, or if it will occur, but again all are in agreement that the nation must be prepared.

The most recent threat of a significant disaster is the very real possibility of a pandemic flu. Because of the speed and frequency of international travel, a life-threatening influenza, such as the avian flu, could arrive and sweep through the U.S. very quickly. [See article on Pandemic Flu.]

If any of these disasters should occur, emergency services will be overwhelmed and normal daily life disrupted for days, or weeks. Residents could be “on their own” for at least 72 hours (three days). The vivid pictures of watching people in the Gulf States try to cope immediately after Hurricanes Katrina and Rita in 2004 are realistic reminders of how quickly community infrastructure and support networks can disintegrate when overwhelmed by a major disaster.

Preparation to be self-sufficient in case of an emergency is a must for all residents and businesses. Look inside for specifics on what you can and should do to get ready for the unexpected.



Do you have a flashlight and extra batteries at home? In your car? At work?

Pandemic Flu is a serious threat



Cover your mouth when sneezing or coughing to prevent the spread of germs

Influenza pandemics occur at more-or-less cyclical intervals in human history. In 1918-19, the “Spanish” flu was responsible for 550,000 deaths in the U.S. The “Asian” flu in 1957-58 killed an estimated 70,000 Americans, and in

1968-69, the “Hong Kong” flu resulted in 34,000 U.S. deaths.

The potential impact of a 1918-like major pandemic in Santa Clara County is startling. As many as one in three residents will be clinically ill. As many as 143,000 residents might

require hospitalization, and as many as 22,500 individuals could die.

The current pandemic threat is from Avian Influenza or “bird flu,” a non-human virus that causes illness in birds. It doesn’t usually infect

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Emergency Disaster Preparation

CHECKLISTS



You'll need a manual can opener as well as canned foods

At home

- ❑ Water for every member of your family for drinking, food preparation and sanitation. Calculate one gallon per person x ___ number in your family x 3 days = ___ gallons minimum in storage. A little extra for pets and other uses is a good idea. Store water in sealed, unbreakable containers and replace every six months.
- Tip: If you're using individual 16.9 ounce bottles of water for your supply, figure on 8 bottles per individual per day, or 24 bottles (one case per person) for 72-hour emergency preparedness.*
- ❑ Nonperishable or canned food for every member of the family (and pets) for at least 3 days. Figure on 3 cans per person per day. See the grocery list on page 3 for ideas from the American Red Cross.

Tip: Write the date of purchase on each food item package or can with a permanent black marker.

- ❑ Non-electric can opener
- ❑ Utility knife
- ❑ Flashlight with extra batteries and bulbs
- ❑ Portable radio with extra batteries
- ❑ Fire extinguisher with a minimum rating of 2A:10B:C
- ❑ Large plastic garbage bags and plastic ties, and smaller ziplock plastic bags
- ❑ Duct tape
- ❑ Matches in a waterproof container
- ❑ Small hand tools including crow bar, hammer, pliers, screwdrivers and wrenches that may be used to shut off gas and water
- ❑ Cash in small bills and change

- ❑ First Aid kit and a First Aid manual
- ❑ Sturdy work gloves and vinyl gloves
- ❑ Extra pair of sturdy shoes and socks for each family member
- ❑ Paper towels, toilet paper, tissues
- ❑ All purpose liquid soap
- ❑ Shampoo, toothpaste, toothbrushes and other personal hygiene items for each family member
- ❑ Hooded rain ponchos for each family member
- ❑ Dust masks
- ❑ Blankets and sleeping bags
- ❑ Infant formula and diapers if there's a baby in the family
- ❑ Hand sanitizer and moist towelettes
- ❑ Disposable paper cups, plates and plastic utensils --- enough to serve 10-12 meals per person
- ❑ Paper, pencil, pens
- ❑ Complete change of clothing for each family member

Tip: Think in layers since you can't anticipate what the weather might be. A long sleeve shirt can offer warmth and protection from the sun.

- ❑ Whistle to signal for help
- ❑ Tent and/or tarp (9x12 ft minimum) for shelter
- ❑ Camp stove and fuel and/or barbecue and charcoal
- ❑ Plastic bucket with tight lid or portable toilet
- ❑ Lantern (battery, kerosene or propane powered) plus fuel or batteries
- ❑ Gallon of disinfectant
- ❑ Nylon rope, 100 feet



At home, have at least 3 gallons of water on hand for every person in your household. Also have water in your car and at work.

In the car and at work

- ❑ Water
- ❑ Nonperishable food [add a can opener if any is in cans]
- ❑ Portable, battery-operated or hand-cranked radio and extra batteries
- ❑ Flashlight and extra batteries
- ❑ Lightsticks (each lasts 12 hours)
- ❑ Matches in waterproof container
- ❑ Signal flare
- ❑ Whistle
- ❑ Sturdy shoes and socks
- ❑ Jacket and blanket
- ❑ First Aid kit and manual
- ❑ Cash in small bills and change
- ❑ Compass
- ❑ Sunglasses
- ❑ Safety pins
- ❑ Large garbage bags and ties
- ❑ Sunscreen
- ❑ Map of the area
- ❑ Fire extinguisher
- ❑ Hand sanitizer and moist towelettes
- ❑ Small shovel
- ❑ Multi-tip screwdriver and pliers
- ❑ Work gloves
- ❑ Latex gloves
- ❑ Paper, pencil and pen
- ❑ List of important phone numbers

Tip: All of these can fit in a backpack that will not take up much space.

In the medicine cabinet

- ❑ Thermometer
- ❑ Medicines for fever and pain relief such as acetaminophen or ibuprofen
- ❑ Anti-diarrheal medication
- ❑ Fluids with electrolytes
- ❑ Vitamins
- ❑ Sterile adhesive bandages in assorted sizes
- ❑ Antacid
- ❑ Syrup of ipecac
- ❑ Laxative
- ❑ Tweezers
- ❑ Medicine dropper
- ❑ Sunscreen

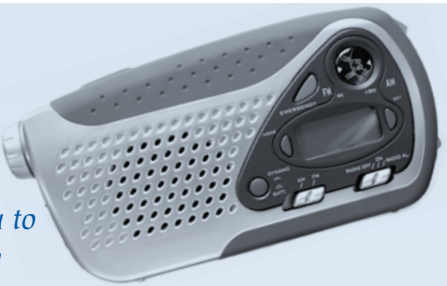


Keep a First Aid kit in your car and at work as well as at home

Emergency Broadcast Stations in the Bay Area

- KCBS-AM 740
- KGO-AM 810
- KQED-FM 88.5
- KSOL-FM 98.9 [Spanish]
- KSJX-AM 1500 [Vietnamese]

A battery-operated or hand-cranked radio will connect you to important information



Just in case...

- ❑ Keep gas tanks at least 1/4 to 1/2 full at all times.
- ❑ Refill prescriptions when you still have at least 3-5 days supply remaining.
- ❑ Create and continually update a summary of important family information such as names and contact information of all doctors, insurance policy numbers, inventory of household goods, family records and bank account records. Store a copy of the summary outside the home such as in a safe deposit box or an Internet data storage service.
- ❑ Make a list of what you would want to save if you only had 15 minutes to evacuate your home. Post the list on the inside of a central closet door and be sure everyone in the family knows it's there.



Don't forget to have food and other supplies for your pets

Grocery List of Emergency Food Supplies

- ❑ Ready-to-eat canned meats, fruits and vegetables
- Tip: Freeze-dried, dehydrated foods and “instant” meals will require water so if you are relying on these for your emergency food supply, increase your water supply.*
- ❑ Canned juices, milk and soup
 - ❑ Peanut butter, jelly, crackers, granola bars, trail mix
 - ❑ Unsalted nuts
- Tip: Avoid salty foods which could promote thirst.*
- ❑ Instant coffee, tea
 - ❑ Snack-sized canned goods
 - ❑ Compressed food bars
 - ❑ Comfort foods such as hard candy, sweetened cereals, candy bars and cookies
 - ❑ Foods for infants, elderly persons or those on special diets
 - ❑ Pet food

During an earthquake

- Drop: When you feel an earthquake, drop under a sturdy desk or table. Try to stay away from windows, tall bookcases, and other heavy objects that might fall. If you cannot find a desk or table, get into a doorway or hallway or brace yourself against an interior wall.
- Cover: Stay under cover until the shaking stops. If you are in a doorway, watch out for the swinging door. If you are in an open area, kneel down and cover your head with a book or anything else you can find.
- Hold: Hold onto the desk or table. As it moves, move with it. Hold on until the shaking stops.
- High-Rise Buildings: If you are in a high-rise building, and cannot get under a desk, move to an interior wall. Do not use the elevators. Don't be surprised if the electricity goes out.
- Outdoors: If you are outdoors, move to a clear area away from trees, power lines, signs and buildings.
- Sidewalk Near a Building: Duck into a doorway to protect yourself from falling bricks, glass, and other debris.
- Driving: Pull over to the side of the road. Avoid bridges, power lines, and other hazards. Stay in the car until the shaking stops.
- Kitchen: If you are in a kitchen, move away from heavy appliances such as refrigerators. Also avoid overhead cupboards, and hanging objects.
- Stadium or Theater: If you are in a stadium or theater, stay in your seat, and protect your head with your arms. Do not try to leave until the shaking is over.
- Don't Panic: Above all, remain calm.

After an earthquake

- Aftershocks: Be prepared for aftershocks.
- Check for Injuries: Check yourself and those around you for injuries. Administer first aid as needed.
- Check Utilities: Check your utilities. If you suspect that the gas, water or electrical wiring is damaged, turn them off. Use a flashlight or light stick to check your utilities. DO NOT use matches, candles or other open flame.
- Monitor the radio: Don't go sightseeing. Cooperate with public safety officials. Use a transistor radio to monitor the Emergency Alert System (EAS) for news and information.
- Telephones: Try to minimize your use of telephones. If you see telephones off the hook, hang them up. This will help the telephone company to restore service.
- Cabinets and Cupboards: When opening cabinets and cupboards, use caution. The contents of the cabinet might be heaped up against the door, and may fall on you when the door is opened.
- Stay out of Damaged Buildings: Don't go into damaged buildings until they have been declared safe by building inspectors.

Pandemic Flu *continued from page 1*

people, but the latest outbreak has caused human illness and death. Because of the ease and speed of travel, an influenza pandemic could spread rapidly around the world with little warning or time to prepare.

The health care system would not have enough staff, hospital beds, equipment or supplies. All types of government services, businesses and transportation could be affected if thousands of people are sick at one time. Schools, stores and workplaces could be closed for extended periods of time.

In addition to taking the emergency preparation steps listed in this publication, families can begin now to practice good hygiene habits that will help prevent and/or limit the effect of a pandemic.

- Cover your mouth when sneezing or coughing.
 - Wash hands frequently and always after sneezing or blowing your nose.
- Tip: It's a good idea to wash your hands as soon as you return home from work, school, shopping or recreation, as well as other times during the day.*
- Circulate fresh air in your home.
 - If someone does get sick, keep them at home but isolated from the rest of the family.
 - Don't share glasses, cups, utensils, or toothbrushes.
 - Don't send sick kids to school or sick adults to work. That will only cause germs to spread.

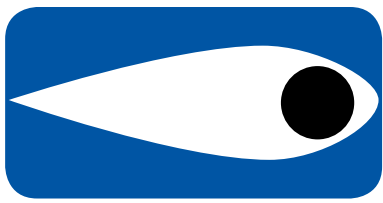
Websites with additional information:

Santa Clara County Public Health Department
www.sccphd.org

U.S. Department of Health & Human Services
www.pandemicflu.gov



Protect you and your family by washing hands frequently, especially every time you return home



Neighborhood Watch

Originally started as a crime prevention strategy, Neighborhood Watch groups can also serve as a valuable way for neighbors to get better acquainted and better prepared for an emergency.

Together you can learn about disaster preparedness and become more familiar with any special skills of neighborhood residents (medical, mechanical, etc.). It will also help the neighborhood identify any residents, such as disabled or elderly, who might need extra assistance.

There are more than 90 Neighborhood Watch programs already established in the City of Santa Clara. To learn more about how to start a new program, call the Police Department's Crime Prevention Unit at 615-4876.

Fires can also be devastating

Although it is unlikely there would be a widespread fire in the City of Santa Clara like the one in the hillside terrain of Oakland, a fire can be fatal and destroy homes and businesses. Emergency preparedness, when it comes to fire, starts with making sure a properly maintained and working smoke detector is installed.

- Place a minimum of one smoke detector in every bedroom and in the main corridor outside of all sleeping areas. In multi-story homes, there should be at least one smoke detector on each floor.
- Test smoke detectors every month.
- Replace batteries at least once a year.

Tip: To help remember, replace batteries in the fall and spring when the time changes and you are adjusting clocks.

- Practice home escape with all members of the family. Make sure all know what to do if a fire occurs and how to get out of each room of the house. Pick a place outside the home where the family can safely gather and await the fire department.



A working smoke detector saves lives!

Government is getting ready ... and so should you



City emergency personnel have periodic training on disaster response

As a result of the tragic disasters that have occurred in the U.S., government agencies at all levels – federal, state and local – have increased their focus on emergency preparedness.

The County is the lead agency in Santa Clara Valley and would serve as a central command and control facility in the case of a major disaster. Each community, including the City of Santa Clara, has its own plan for how it would meet the needs of its residents and businesses and provide back-up for neighboring cities.

There are multiple projects underway to share information and coordinate an effective disaster response. Emergency personnel receive training every few months, and emphasis is placed on multi-discipline/multi-hazard responses.

The County Public Health Department has also stepped up its efforts to prepare contingency plans for a major disaster. For example, in the event of a pandemic flu, the Public Health Department has identified sites for Influenza Care Centers that would supplement hospital beds. It has also recruited and trained more than 250 medical volunteers willing to be part of a disaster response team.

Home Emergency Assistance Teams

Residents can learn more how to take care of themselves, their families and their neighborhoods through a 20-hour training program called Home Emergency Assistance Teams (HEAT) Citizens Academy. The goal is to train residents to serve as first responders until professional forces arrive.

Topics include: utility control and fire suppression, basic medical care, light search and rescue, damage assessment, and other safety and preparation skills.

For more information on how to sign up to become part of the HEAT team, contact the Fire Department at 615-4940.

Family Emergency Plan

In an emergency, the first thought almost always goes to family. Where are they? Have they been affected? How will the family be reunited?

Part of preparation is talking with all family members about the potential for a disaster and making several important decisions.

- Pick a location outside of your home, but still in the neighborhood, to meet.
- Pick a second location outside of your neighborhood to gather in case you can't return home. Make sure everyone knows the address and phone number.
- Select an out-of-state relative or friend to be your family contact point. After a disaster it is sometimes easier to call long distance than across town. Family members should memorize this phone number and call there to say where they are.
- Make plans to take care of infants, elderly or other family members with disabilities or special needs.
- Talk about how you will take care of pets. How would you evacuate them? Do you have enough supplies to feed and water them for at least 72 hours?

Download a help publication on creating a Family Disaster Plan, including a cut-out form for everyone to carry with them at all times, from the American Red Cross website www.redcross.org.



City of Santa Clara
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